

***Employee Expense Voucher -** (formerly Travel Expense Voucher or TEV Form 1003)

General Information

Expenses

Employee Name:	Description	Quantity	Unit	Rate	Total
Phone:	Private Vehicle used****		miles		
Department/Agency:	County Owned Vehicle*****		miles		
Destination:	Meals & Incidental Expenses	attach M&IE calculations			
Travel Dates: from	Tolls	attach Toll Authority webpg or receipt			
to	Parking	**attach receipts			
Fund:	Shuttle/Taxi	**attach receipts			
Cost Center:	Car Rental	**attach receipts			
Account Code/Expenditure:	Airfare/Train/Bus	**attach receipts			
Project:	Hotel	**attach receipts			
Task:	Conference/Seminar/Training	**attach receipts (if applicable) ***attach Agenda			
Award:	Other	**attach receipts			
Organization:	Total Reimbursement Requested: \$				

Comments:

Signatures

Employee Signature: _____

Date: _____

Type or Print Name

Division Chief Signature: _____

Date: _____

Type or Print Name

Dept. Head (or designee) Signature: _____

Date: _____

Type or Print Name

****Use was authorized or a County Vehicle was unavailable for business (Mileage at GSA rate-attach Google Map or similar)

*****Used for business (Mileage at GSA rate-attach Google Map or similar)

***This form is not just for Travel Expenses.** This form should be used when an employee is requesting reimbursement for any qualifying work-related expense (such as memberships, training, travel, conferences, etc.) per Administrative Procedures 1-2 or 1-5.

**Receipts for actual costs MUST be attached to this form, per Administrative Procedures 1-2 and 1-5.

***If employee has attended a Conference/Seminar/Training, **the agenda or brochure must be attached**, even if employee is not requesting reimbursement for Conference costs. Any meals provided as part of the Conference will be deducted from the M&IE Per Diem reimbursement.

GSA = United States General Services Administration at gsa.gov